



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Region Grant and Volunteer Coordinator

Recruitment #2011-11-7135

JOB CLASSIFICATION: Natural Resource Specialist 2

SALARY RANGE: \$3,213 – \$4,214 per month
(\$3,117 – \$4,088 with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

TYPE OF POSITION: Permanent, Full-time. This position is represented by the WPEA.

Important Note: Once appointed to this position the incumbent will be required to pay union dues or other representation fees within the first 30 days of employment.

LOCATION: Colville, Washington

CLOSES: Open until filled; First review begins November 18, 2011

POSITION PROFILE:

Works independently to manage the region's volunteer program, recreation budget, and grant application and tracking in the Northeast Region, building the regions capacity to manage public access and stewardship through volunteers and grants. The position will lead the region's effort with volunteer recruitment, training, tracking and management, and applying for recreation grants, including drafting grant applications. The position will also assist with planning and tracking the region's recreation budget, volunteer components and commitments within recreation grants and provide grant writing technical support.

REQUIRED QUALIFICATIONS:

- Proven ability to produce clear and concise written documentation, and have effective oral communication and presentation skills.
- Proficiency in computer skills including MS Word, MS Excel and MS PowerPoint
- Proven ability to plan and prioritize work.
- Proven ability to work with stakeholders and solve problems.
- Experience working collaboratively with special interest groups
- Must be able to cover reasonable distances per day in the field covering moderate to difficult terrain. Must be able to ride an off road vehicle on established multiple use trails.
- Know how to use power tool and other common trail maintenance equipment
- Ability to plan and prioritize work

This level of knowledge and skill is **typically** achieved with:

One year of professional experience as a Natural Resource Specialist 1 or three years of experience in other natural resource specialties such as natural resource engineering, land management, land technician, natural resource technician, forest cruising, or engineering aid

OR

a bachelor's degree in a related specialty area and two to three years of

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1228. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

professional experience in that specialty. A Master's or Ph.D. will substitute for one year of experience.

DESIRABLE QUALIFICATIONS:

- Experience working collaboratively with special interest groups
- Demonstrated resourcefulness
- Experience developing training materials
- Experience providing technical support and direction to grant writers
- Experience managing risk at a project level
- Consistently demonstrates the following key behaviors: 1) team leadership; 2) tact and diplomacy; 3) decisiveness; 4) sound judgment; 5) initiative; and 6) resourcefulness

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be able to traverse reasonable distances per day in the field covering moderate to difficult terrain in all weather
- The incumbent in this position is required to travel and be able to work evenings and weekends.
- Must have a valid driver's license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#)
- The names of three to five professional references.
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do **not** print out and send in with application materials).
- Safety sensitive positions applicants must provide their previous 10 year history to include: employment, education, periods of unemployment, etc.
- Finalists may be asked to provide an employment/commercial driving record issued from the state in which you are currently licensed.

The first screening will be based on information contained in your candidate materials. Submit all materials by the closing date to:

Electronic method preferred

heidi.seitters@dnr.wa.gov

OR other method

Heidi Seitters,
225 S. Silke Rd
Colville, WA 99114

NOTE: Please indicate #2011-11-7135 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Heidi Seitters at 509-684-7474 or e-mail us at heidi.seitters@dnr.wa.gov.